



GYMNASTICS MISSISSAUGA

5600 Rose Cherry Place
Mississauga, Ontario
L4Z 4B6
Tel: 905.270.6161

Home of The Champions

Non-for-Profit Organization Since 1969
gymmississauga.org

ADMINISTRATIVE SUPPORT – PART-TIME

Note only successful candidate will be contacted,

Interested email Teresa at: comp@gymmississauga.org

Gymnastics Mississauga – Mississauga, Ontario

Positions Available: 2 Part-Time Positions

Hours: Approximately 20 hours per week

Schedule: Evening and weekend availability required

- Weekday evenings: approximately **4:00 PM–9:00 PM**
- Saturdays and/or Sundays: approximately **8:30 AM–4:00 PM**

Gymnastics Mississauga is seeking **two organized, reliable, energetic, and customer-focused individuals** to join our team in part-time Administrative Support positions.

These positions are **primarily administrative and customer-service focused**, supporting the daily operations of our recreational programs, front desk, registrations, payments, communications, and special events.

Previous gymnastics coaching or supervisory experience is an asset but is not required. However, successful candidates must be **willing to learn how to coach recreational gymnastics classes and participate in training to eventually assist with the supervision and support of recreational coaches.**

Key Administrative Responsibilities

- Provide professional and friendly customer service in person, by telephone, and by email.
- Assist families with registrations, class information, transfers, withdrawals, waiting lists, and general inquiries.
- Process payments, credits, registrations, and other transactions accurately.
- Work with **Jackrabbit Class** and other administrative/payment systems to maintain participant and program information.
- Monitor class enrollment, attendance, waiting lists, and available spaces.
- Contact parents/guardians regarding attendance, registration, scheduling, or program-related matters.
- Help maximize enrollment in recreational classes, camps, PA Day programs, birthday parties, and other club programs.
- Maintain accurate administrative records, reports, volunteer hours, and program information.
- Assist with participant check-in, safe entry, and dismissal procedures.
- Support birthday parties, camps, special events, and other club activities.



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- Assist with retail sales and general front-desk operations.
- Maintain an organized and professional office and reception environment.
- Assist with emergency program cancellations and communications when required.
- Handle confidential participant, family, and employee information appropriately.

Communications & Digital Support

- Assist with communications to members and families.
- Help prepare newsletters, program information, promotional materials, and other communications.
- Assist with social media content for platforms such as Facebook and Instagram.
- Use **email, Microsoft Word, Microsoft Excel, Canva, Google Drive, AI tools, and other digital platforms** to support club communications and administrative operations.

Recreational Program Support & Training

While administration is the primary focus of these positions, successful candidates must be willing to develop an understanding of our recreational gymnastics programs.

Previous coaching experience is not mandatory. We are prepared to train the right candidates.

Successful candidates must be willing to:

- Participate in Gymnastics Mississauga's recreational coaching training.
- Learn how to safely assist with and coach recreational gymnastics classes.
- Obtain required gymnastics coaching certifications and training as directed by the club.
- Learn Gymnastics Mississauga's safety, emergency, attendance, and participant supervision procedures.
- Learn how recreational classes operate and how Coaches, Coaches-in-Training (CITs), and volunteers are supported.
- Participate in training to eventually assist with the **supervision and support of recreational coaches, CITs, and volunteers.**
- Be prepared to assist recreational programs on the gym floor when operationally required.

Qualifications & Skills

Required

- Strong administrative and organizational skills.
- Excellent verbal and written communication skills.



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- Strong customer-service skills and a professional, friendly attitude.
- **Functional proficiency in email, Microsoft Word, Microsoft Excel, and Canva.**
- Ability to use standard office technology and digital communication tools confidently.
- Ability and willingness to learn new software and administrative systems.
- Ability to multitask and prioritize responsibilities in a busy environment.
- Strong attention to detail and accuracy.
- Reliable, punctual, responsible, and able to work effectively as part of a team.
- Comfortable working in an active environment with children, parents, coaches, volunteers, and staff.
- **Availability to work weekday evenings and Saturdays and/or Sundays.**
- **Willingness to learn recreational gymnastics coaching.**
- **Willingness to receive training to support and eventually supervise recreational coaches.**
- Willingness to complete required training and certifications as directed by Gymnastics Mississauga.

Assets – Not Mandatory

The following would be considered an advantage but are **not required to apply**:

- Previous administrative or front-desk experience.
- Experience working with children, youth, sports, recreation, or community organizations.
- Previous gymnastics coaching experience.
- Gymnastics Foundations or other NCCP certification.
- Previous coaching or staff supervisory experience.
- First Aid and CPR certification.
- Experience with Jackrabbit Class or similar registration software.
- Experience with Google Workspace, social media management, or AI tools.

Who We Are Looking For

We are looking for individuals who are **organized, dependable, positive, proactive, and willing to learn.**

The ideal candidates enjoy working with people, provide excellent customer service, are comfortable in a busy recreational environment, and are interested in developing additional skills within our gymnastics programs.

You **do not need to be an experienced gymnastics coach or supervisor to apply.** Gymnastics Mississauga will provide training and development opportunities to the right candidates.



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However, because these positions support both our administrative operations and recreational programs, candidates must be willing to participate in recreational coaching training and develop the skills necessary to assist with the supervision and support of recreational coaches.

About Gymnastics Mississauga

Gymnastics Mississauga is a not-for-profit gymnastics organization serving children and families in Mississauga. We offer recreational and competitive gymnastics programs and are committed to providing a safe, welcoming, professional, and positive environment for our participants, families, coaches, volunteers, and staff.

Interested candidates are invited to submit their résumé and relevant experience to Gymnastics Mississauga.

We thank all applicants for their interest. Only candidates selected for the next stage of the recruitment process will be contacted.